Columbus City Schools

PUBLIC PURCHASE VENDOR INSTRUCTIONS

February 17, 2016

Columbus City Schools is now using Public Purchase for its bids. This information should help vendors navigate the process of free registration and completion of bids:

1. The following link will take vendors to the Public Purchase Columbus City Schools website:

   https://www.publicpurchase.com/gems/columbus,oh/buyer/public/home

2. Registration with Public Purchase is free.
3. Vendors that are new to Public Purchase will need to register by using the "Register" button under the "Register to become a Vendor" on the Public Purchase website.
4. The "Select Region" and "Select Agency" icons in the mid to upper, right corner of the screen must be used to locate our District before viewing our bids.
5. The District will not accept paper responses to bids.
6. During initial registration, vendors should select the products and services they provide so they can be notified of future opportunities.
7. It will take Public Purchase about an hour to process your initial registration. Please allow time for this processing after you register.
8. If you have problems with the Public Purchase website, please use the "Chat" button in the upper, left corner of the screen. Public Purchase personnel will address those issues. District personnel cannot help with software problems.
9. If you have questions about a bid, please submit them using the Public Purchase software. Do not call District personnel with those questions. Questions will not be addressed if they are submitted after the deadline for submitting questions.
10. Vendors should also check the Public Purchase web site for award information.
11. Vendors must register in MUNIS using the District's website and provide proof of insurance, unless they are exempt, within 2 business days of the notice of an award. Vendors that do not do so within this time period may be declared unresponsive. That website is listed below:

    https://columbus.munisselfservice.com/Vendors/default.aspx